



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**

Department of Human Resources
111 N. Hill Street, Rm. 203
Los Angeles, CA 90012

<http://www.lasuperiorcourt.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Facilities Services Supervisor**

An Equal Opportunity Employer

SALARY

\$4,749.36 - \$5,900.27 Monthly

OPENING DATE: 02/03/12

CLOSING DATE: Continuous

THE POSITION

Only Online Applications Will Be Accepted

INCOMPLETE APPLICATIONS WILL BE REJECTED

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

General Purpose Under general direction, plans, organizes, supervises and evaluates the work of a section responsible for providing facilities support services, including telecommunications, mail services, warehousing, furniture installations and related functions.

Distinguishing Characteristics Facilities Services Supervisors report to the Facilities and Capital Projects Director and are responsible for coordinating the activities of a section that provides court-wide facilities related services including facilities planning, facilities repair coordination, facilities maintenance, signage and locks, warehousing and delivery, mail services and/or related functions. Incumbents plan, organize and balance the work of staff to ensure timely delivery of services and compliance with applicable codes, regulations and policies. Incumbents are expected to exercise sound independent judgment in managing the delivery of high quality, customer-focused products and services in an efficient and cost-effective manner that ensures a safe environment for employees and the public.

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

1. Plans, supervises and evaluates the work of an assigned section; develops, implements and monitors work plans to achieve the division's goals; monitors performance against the division's budget and participates in developing policies and procedures applicable to the division's responsibilities.
2. Coordinates daily requests with staff and judicial officers including service calls on building related issues, security issues, judicial moves, stock request, weapons screening equipment and maintenance, telecommunication requests, courtroom access and furniture installations.
3. Interfaces with Capital Projects staff to ensure appropriate coordination of activities.
4. Creates floor plans and layouts for new or existing facilities.
5. Reviews, analyzes, and makes recommendations concerning departmental budget requests, and supervises the preparation of operating budget reports.
6. Obtains costs estimates from providers for electrical, demolition, construction, installation of phone and data lines, furniture, paint and carpet flooring.
7. Inspects construction and alteration work in progress or upon completion to ascertain that work has been performed in accordance with plans.
8. Prepares requests for telephone/data services, repairs and equipment.
9. Coordinates moves and relocation of existing furniture and equipment for remodeling projects.

Other Duties

1. Issues and maintains pagers, calling cards and cellular phones.
2. Monitors facility expenditures by utilizing a spreadsheet program.
3. Uses AutoCad programs for layouts and specifications.
4. Oversees furniture installation including pre-installation work such as electrical, demolition, construction, phone/data lines, paint and carpet/flooring.
5. Performs other duties as assigned.

Knowledge of:

1. Extensive space planning and furniture lines.
2. Plot planning and scaling to different sizes.
3. Adobe AutoCad and 3D rendering through AutoCad.
4. Work required to prepare for furniture installation.
5. Building codes and regulations.
6. Interior design.

Ability to:

1. Accurately read blueprints in to order to determine where remodeling work is to be done or if furniture is being installed according to specifications.
2. Understand, interpret, explain and apply detailed specialized information, including building codes, rules, policies, procedures, forms and facility related terms in carrying out job assignments accurately and efficiently.
3. Communicate clearly and effectively in English.
4. Set priorities and allocate resources to meet needs in a timely, effective manner.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Exercise sound, independent judgment within general policy guidelines.
7. Establish and maintain effective working relationships with Judicial officers, Court and County employees, members of the public and others encountered in the course of work.
8. Understand and follow oral and written instructions.
9. Understand and respect limits of authority.

QUALIFICATIONS

Selection Requirements:

Graduation from an accredited college with an Associates Degree with a major in Project Management, Facilities Planning, Computer Drafting and Design or a closely related field - **AND**- Two years of full-time, progressively responsible experience at the level of a Superior Court of California, County of Los Angeles Facilities Services Specialist* performing facilities planning, maintenance, and project management duties - **AND**- A valid California Class C driver's license -**AND**- Possession of a driving record with no more than three moving violations, no DUIs, and no major accidents within the past three years.

Note: Experience at the level of Facilities Services Specialist is defined as performing work in a comparable class with the same level of responsibility and requiring the same knowledge, skills, and abilities. Examples of duties include, but are not limited to: manual or computer generated drafting and related work in connection with the layout of new Court facilities or major modifications or existing Court facilities, coordinating alteration and improvement projects for the court, preparing space layouts for buildings to undergo modifications in accordance with requests.

Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.

No out-of-class or acting experience will be accepted.

Degree Verification: A legible copy of your diploma - **OR** - original official transcripts with the degree posted from the college or university must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street, Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted.

Please be advised that degree verification will be required prior to appointment.

Accredited institutions are those listed in the publication of regional, national or international accrediting agencies which are accepted by the Superior Court of California, County of Los Angeles. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluations Services and Association of International Credential Evaluators, Inc.

Driving Record Verification:

A recent, current Certified Driver Record issued by the Department of Motor Vehicles (DMV) must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012, **within five business days from the submission of your application, otherwise your application materials will be deemed incomplete and rejected accordingly.** Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted. Record may be requested online at <http://dmv.ca.gov/online/dr/welcome.htm>

Licenses; Certificates; Special Requirements:

A valid California Class C drivers license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications:

- **Supervisory Experience**

- **Proficiency with Excel and Microsoft Project**
- **Demonstrated ability to establish and maintain effective working relationships with various governmental and other public agencies**

EXAMINATION INFORMATION

Qualifying evaluation of education, training, and experience based upon submitted application materials and supplemental questionnaire.

Applicants with the highest qualifications as determined by this evaluation process and whose background and experience best meet the needs of the court will have their names placed on the eligible list.

On application, please separate your experience by PAYROLL TITLE; specify beginning and ending dates for each job held; and do not group your experience.

ALL NOTIFICATIONS WILL BE SENT VIA EMAIL.

Please add info@governmentjobs.com to your address book to avoid emails being filtered to Spam mail.

Questions regarding this posting may be emailed to rmurillo2@lasuperiorcourt.org

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lasuperiorcourt.org>

OR

111 N. Hill Street, Rm. 203,
Los Angeles, CA 90012

EXAM #R9775A

FACILITIES SERVICES SUPERVISOR

RM

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
Employment Information

Web Address: www.lasuperiorcourt.org

Job Line: (213) 974-5444

Hearing impaired applicants with Telephone-Teletype equipment may leave typewritten messages by contacting us directly at (213) 893-0063.

APPLICATION: Applicants are required to complete the Superior Court of California Employment Application and, when required, a Supplemental Questionnaire, which must be submitted online no later than the final filing date and time. E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will have their names entered on an eligible list in descending score order. The highest ranking candidates will be given first consideration for hiring. Placement on the eligible list does not guarantee an offer of employment only that your candidacy will be considered as long as the list is valid. Eligible lists are normally valid for a year but may be extended or deactivated sooner to best meet the needs of the Court.

REASONABLE ACCOMMODATION: The Superior Court of California does not discriminate against the disabled. Please advise the Human Resources Office if you will require special accommodation to participate in the examination.

EMPLOYMENT ELIGIBILITY INFORMATION: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States. (C6117ED)

SALARIES: Appointments are generally made at first step of the salary range with advancement within the range upon satisfactory completion of the probationary period. Subsequent increases up to the top step of the salary range will occur annually upon receipt of satisfactory performance ratings or as otherwise dictated by established pay provisions. All salaries are subject to payroll deductions.

BENEFITS: Regular employees are eligible to receive a variety of benefits including health insurance, holiday and vacation leave, deferred compensation, mileage reimbursement, bilingual pay, evening and night shift salary differential and more. Additional insurance and benefits are available for management positions.

RETIREMENT: A retirement plan is provided to full-time employees. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

OATH OF ALLEGIANCE: All employees are required to take an oath of allegiance.

MEDICAL REQUIREMENTS: All applicants selected for employment must pass a pre-employment medical examination conducted by County examining physicians.

FINGERPRINTING AND SECURITY CLEARANCE: Employees are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court employment. Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment applications, resumes, and during the examination process is subject to verification.

EMPLOYMENT PROTECTION: As of January 1, 2001, the Trial Court Employment Protection and Governance Act provides employment protection for almost all Court employees. Employees who have civil service hearing rights with the County of Los Angeles and who promote or transfer into a non-civil service position with the Court will lose their civil service hearing rights.

CHILD SUPPORT COMPLIANCE PROGRAM: In effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e., name, address, social security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 also permits the CSSD to request additional employment and identification information under specified circumstances. Applicants will not be disqualified from employment based on this information.

ZERO TOLERANCE OF WORKPLACE THREATS OR VIOLENCE: Superior Court Judicial Officers and Managers are committed to providing a safe work environment and prohibiting any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. The Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of a position may contact the Recruitment & Selection Unit at (213) 974-5224. Hearing impaired applicants may contact California Relay at 1-800-7352922 to reach us at the above number or those with telephone-teletype equipment may leave type written messages by contacting us directly at (213) 893- 0063.

E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used and weights assigned to various parts of the examination at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process or listing on the certification list guarantees appointment to Court vacancies.

Facilities Services Supervisor Supplemental Questionnaire

- * 1. **INSTRUCTIONS FOR APPLICANTS:** The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. A resume, or a reference to "see attached resume" will not be accepted in lieu of the questionnaire. Incomplete responses, false statements, omission of a material fact or partial information, can result in disqualification from the examination process.

NOTE: When submitting an online application, each applicant must have his/her own e-mail address when setting up an account. Do not share your username and password with anyone. Each individual must establish their own account.

I acknowledge I read and understand the above instructions.

☐ Yes ☐ No

- * 2. Do you possess an Associates degree from an accredited college with a major in **Project Management, Facilities Planning, Computer Drafting and Design, or a closely related field?**

☐ Yes

☐ No

- * 3. If you answered "Yes" to Question 2 you must respond to Questions 3. What was your major?

A legible copy of your degree -OR- original official transcripts from an accredited two-year college with the degree posted and showing successful completion of the required courses must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street, Room 203, Los Angeles, CA 90012. Please include your first and last name and examination title on the documentation. Facsimile copies and postmarks will not be accepted.

☐ Project Management

☐ Facilities Planning

☐ Computer Drafting & Design

☐ Closely Related Field

☐ Other -I possess a BA/BS in a related field

☐ None of the above

- * 4. Do you possess a valid California Class C driver's license **-AND-** A driving record with no more than three moving violations, no DUIs, and no major accidents within the past three years?

A recent, current Certified Driver Record issued by the Department of Motor Vehicles (DMV) must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012, within five business days from the submission of your application, otherwise your application materials will be deemed incomplete and rejected accordingly. Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted.

☐ Yes

☐ No

- * 5. Do you possess at least two years of full-time, progressively responsible experience at the level of a Superior Court of California, County of Los Angeles Facilities Services Specialist performing facilities planning, maintenance, and project management duties?
- ☐ Yes
☐ No
- * 6. If you answered "yes" to question #5, please provide details regarding your experience below.
Be specific as to position(s) held, areas and scope of duties, name of organization, dates of employment, number of hours worked per week, and other relevant factors that demonstrate your qualifications for this position. **Do not write "see attached resume".**
- * 7. Please check the area(s) in which you possess experience:
- ☐ Facilities Planning
☐ Facilities Repair
☐ Facilities Maintenance
☐ Signage and Locks
☐ Warehousing and Delivery
☐ Mail Services
☐ No experience in areas listed
- * 8. Please check the area(s) in which you possess experience:
- ☐ Performing site analysis of space needs and utilization in proposed or existing buildings.
☐ Developing and obtaining project related cost estimates.
☐ Preparing space layouts for buildings to undergo modifications.
☐ Creating floor plans and layouts for new or existing facilities.
☐ Obtaining cost estimates from providers for electrical, demolition, construction, installation of phone and data lines, furniture, paint and carpet flooring.
☐ No experience in areas listed
9. If you indicated experience for question #7 **and/or** question #8 please provide details regarding your experience below.
Be specific as to position(s) held, areas and scope of duties, name of organization, dates of employment, number of hours worked per week, and other relevant factors that demonstrate your qualifications for this position. **Do not write "see attached resume".**
- * 10. Please describe your experience with computer aided drafting and layout software programs.
- Do not write "see attached resume". If you do not possess this type of experience do not leave answer blank, indicate "N/A"**
- * 11. **Please indicate your experience with Microsoft Excel**
- ☐ None
☐ Limited
☐ Moderate
☐ Extensive
- * 12. **Please indicate your experience with Microsoft Project**

- ☐ None
- ☐ Limited
- ☐ Moderate
- ☐ Extensive

- * 13. Please describe your supervisory experience below.

Be specific as to position(s) held, number of staff supervised, name of organization, dates of employment, number of hours worked per week, and scope of responsibilities performed.

Do not write "see attached resume".

If you do not possess this type of experience do not leave answer blank, indicate "N/A"

- * 14. Please describe your experience working with governmental or other public agencies.

Be specific as to position(s) held, name of organization, dates of employment, number of hours worked per week, and scope of responsibilities performed.

Do not write "see attached resume".

If you do not possess this type of experience do not leave answer blank, indicate "N/A"

- * Required Question